

### **Clause H.31 Annual Payroll and Residency Sample Instructions - 2015**

#### **ANNUAL REPORT OF Department of Energy (DOE)-RELATED EMPLOYMENT, PAYROLL, AND RESIDENCE STATISTICS FOR THE OAK RIDGE AREA (January 1, 2015 – December 31, 2015)**

This is a reminder of our continuing need for employment, payroll, and residence data from you and other Oak Ridge area contractors performing work on DOE programs. This information is needed in developing reports on the economic impact of DOE-supported programs in the Oak Ridge area.

The total annual employment for the next report should be the actual number of employees on the DOE contract as of December 31, 2015 (including full-time, part-time, and temporary). The total annual payroll includes actual taxable compensation (including base pay, premium pay, incentive compensation, and other special pay) for current non-bargaining and bargaining unit personnel and all individuals who performed work on DOE-supported programs at any time during the period January 1, 2015 through December 31, 2015. The annual payroll would not include severance pay or the cost of out-of-payroll benefits, such as savings plans, retirement, etc.

Please submit this information for the period January 1, 2015 through December 31, 2015, to the Contractor Industrial Relations Group by **COB, January 15, 2016**. An example of the format to be used for submission is enclosed. Please ensure you have the total number of employees and the total payroll for each county.